

Checklist for OIT customers

To prepare to submit a Project Request Form to the Office of Information Technology, you should, to the best of your ability:

Identify:

- Strategic alignment of the project to overall University objectives
- Costs and benefits involved
- Other University areas impacted
- Dependencies on other areas or projects
- Department resources who will work with OIT
- Any security issues that concern you
- Alternative solutions, if available
- A purchasing strategy for 3rd party vendor solutions (i.e.: Is bidding necessary? If yes, what effort is required, and how will this impact the project?) Purchasing Department bidding guidelines can be found here: <http://www.cats.ohiou.edu/policy/55-007.html>

Obtain:

- Supervisory support from the department head level (or above)
- Review and input from key stakeholders in other areas impacted, if applicable
- Funding (or identify funding plan)
- A Project Request Form from OIT

Complete:

- Project Request Form, and submit to OIT per instructions

Expect:

- A response from OIT, with date scheduled for review of your Project Request
 - Contact from OIT shortly after scheduled review date, with results and next steps
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